



Procurement & Supply Chain
500 Water Street, J430
Jacksonville, FL 32202

March 10, 2020

Dear Valued CSX Partner,

Like all businesses, CSX is closely monitoring the development of the Covid-19 illness and responding appropriately to limit potential exposure for its employees and partners. We need your cooperation to ensure effective communication and limit risk.

In addition to limiting travel, CSX is encouraging all of its employees to follow personal safeguards, based on recommendations by the U.S. Centers for Disease Control and the World Health Organization.

- Any international travel of your employees should be monitored per CDC guidelines.
- Avoid close contact with people with acute respiratory infections.
- Wash hands frequently and use hand sanitizer, especially after direct contact with ill people or their environment.
- Use antiseptic wipes on shared areas — such as computers, hand scanners, doorknobs, locomotive cabs and tools — before and after use.
- People with symptoms of acute respiratory infection should maintain distance, cover coughs and sneezes with disposable tissues or clothing, and wash hands frequently.
- If you or a family member are experiencing symptoms of respiratory illness, please contact your physician for guidance.

If any of your employees that serve or visit CSX facilities are identified as having contracted Covid-19, we ask that you please notify your principal CSX business partner as soon as possible. If you have any questions or concerns regarding this message or CSX's response to Covid-19, please contact the CSX Medical Department at 904-359-3658 or pandemicresponse@csx.com

Sincerely,

Evan Bell
Head of Procurement